

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 3016000**

**Janitor, Grade 7 3016000**  
**Supervising Janitor, Grade 11 3016500**  
**Head Janitor, Grade 15 3016600**  
**Chief Janitor, Grade 18 3016800**

Brief Description of Class

Janitors perform a variety of cleaning and unskilled maintenance tasks and supervise lower-level cleaning staff responsible for the cleaning and upkeep of assigned areas in State buildings, and surrounding grounds and walkways.

Distinguishing Characteristics

The level and number of Supervising, Head and Chief Janitors are determined by a variety of factors, such as the number of State and contract custodial staff supervised, square footage cleaned and specialized square footage cleaned. This also includes current use, age, and condition of buildings, grounds, and sidewalks. The positions perform similar duties to administer and supervise a portion or the entire custodial program for a State entity.

*Janitor:* supervisory level; under the direction of a higher-level janitor, maintenance, or administrative position, functions as a working supervisor; performs a variety of cleaning and unskilled maintenance tasks; and supervises a group of lower-level cleaning staff, including several Cleaner positions.

*Supervising Janitor:* under the direction of a Head or Chief Janitor, or higher-level administrative position, supervises 10 to 40 subordinate positions and may be responsible for all cleaning activities for an entire campus, group of buildings and grounds or all campus cleaning activities on an assigned shift.

*Head Janitor:* under the direction of Chief Janitor or higher-level administrative position, supervises from 40 to 100 subordinates, including three or more Supervising Janitors, and may be responsible for all cleaning activities for an entire campus, or group of buildings and grounds.

*Chief Janitor:* under the direction of a higher-level administrative position, supervises more than 100 subordinates and are responsible for managing and coordinating all cleaning activities.

## Related Classes

Cleaners perform a variety of cleaning tasks to maintain assigned areas in State buildings, and surrounding grounds and walkways.

Housekeepers perform a variety of cleaning and housekeeping tasks and supervise lower-level staff responsible for the cleaning and upkeep of buildings or other assigned areas in State facilities, including living, treatment, classroom, and/or administrative work areas.

## Illustrative Duties

### *Janitor*

Performs a variety of cleaning and unskilled maintenance tasks in assigned areas.

- Collects and removes trash, recycling, compost, and hazardous or misplaced items from floors, furniture, and equipment; and disposes or places them in appropriate receptacles and locations.
- Prepares, mixes, and dilutes cleaning solutions following manufacturer directions.
- Washes floors, corridors, stairwells, walls, partitions, and windows using mops, detergents, brushes, and other cleaning devices.
- Vacuums, strips and waxes floors, and shampoos carpets, using manual or mechanical equipment.
- Scrubs and cleans restrooms and showers, using hand-operated equipment and cleaning agents; and unclogs toilets, traps, and sinks.
- Replaces lightbulbs, and dusts or washes light fixtures and high places, such as ceilings, using ladders, other appropriate equipment, and tools.
- Polishes wood and metal surfaces, fixtures, furniture, and equipment.
- Requisitions and dispenses cleaning supplies and equipment; and monitors and maintains inventories.
- Installs, replaces, and repairs building fixtures and decorative items, including shelves, doorknobs, curtains, blinds, and pictures.
- Moves, and arranges furniture and equipment in connection with cleaning tasks or in preparation for meetings, events, and other activities.

- Sweeps, removes snow from, and salts walkways; cleans sidewalks, drives, and yard areas; and landscapes grounds, including mowing, trimming, raking, and chemical application, using mechanical and manual equipment.
- Performs basic and routine maintenance on mechanical and manual equipment used to perform the above tasks.
- Reports and recommends repairs and maintenance tasks requiring skilled trades work to supervisor.
- Oversees the distribution, collection, and storage of building keys.

Supervises a group of a lower-level cleaning staff.

- Assigns tasks; provides instructions and assistance; demonstrates proper cleaning procedures; reviews work in progress and upon completion; monitors time and attendance; and evaluates performance.

*Supervising Janitor, Head Janitor, Chief Janitor*

Supervises and administers a program of systematic cleaning and care of assigned building areas or the entire program in accordance with established guidelines.

- Plans and schedules staff assignments and cleaning services; reassigns staff to ensure that work is accomplished according to schedule and that staff is fully utilized; and shifts personnel to handle emergency cleaning, maintenance, and care projects.
- Inspects buildings and assigned areas for compliance with cleaning guidelines; and investigates complaints of unsatisfactory cleaning performance and takes corrective action.
- Informs staff of custodial and related policies and directives in meetings and memoranda.
- Evaluates and makes recommendations for equipment, changes in cleaning methods, and work performance standards to ensure a more effective and efficient cleaning program.
- Prepares a portion or the entire annual equipment, supplies, and personnel budget for the custodial operation.
- Supervises the custodial program inventory system, including the requisitioning and proper distribution and control of new cleaning equipment and supplies.

- Prepares or reviews for accuracy periodic reports, such as work activity, cost reports, and staff utilization and requirements and advises management on custodial operations.

Performs the full range of supervisory duties such as interviewing and selecting staff; establishing training standards for new employees; resolving personnel problems; evaluating work performance, and taking appropriate disciplinary action, as necessary; approving timecards and requests for leave; and recommending retention or termination of employees.

- Provides oral and written instructions to staff for requested special cleaning services which vary from routine operations.
- Supervises unskilled maintenance and repairs to buildings and equipment, and requests semi-skilled or skilled trades staff as necessary.

Supervises the arrangement of premises for public meetings, classes, graduations, and special events by directing the movement and placement of seating and other equipment as specified by the event coordinator.

### Minimum Qualifications

#### *Janitor*

Non-Competitive: must be physically able to perform the tasks of the position and communicate orally and in writing to exchange information.

#### *Supervising Janitor*

Promotion: One year of experience as a Janitor, Housekeeper, Supervising Housekeeper, Supervising Building Services Aide or Building Services Assistant 2.

#### *Head Janitor*

Promotion: One year of experience as a Supervising Janitor.

#### *Chief Janitor*

Promotion: One year of experience as a Head Janitor OR two years of experience as a Supervising Janitor or Public Buildings Manager 1.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required

for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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